College Email Guide:
Symantec VIP Credential Registration - Two-factor Authorization
User Self Service Registration

Welcome New Student:

To begin using your College Email outside of a Bon Secours Facility/or Hospital you will need to complete the following process. This two-step process requires a smart-phone (App required) or text/phone.

Home: If you are at home please contact the Help Desk to set up your authorization. Please call 866-809-9259, and let them know you are at student at the College of Nursing and need to set up your Two-Factor account.

Bon Secours Facility: If you are currently at a Bon Secours Facility or Hospital you can complete the steps below.

**Remember if you are a current Bon Secours Employee you will need Two Accounts, one for your work email and one for your College email.

User Registration – Self Service

1. User visits http://m.vip.symantec.com from their smartphone to install the appropriate version of the Symantec VIP application for their smartphone. The site will auto-detect the type of smartphone in use and provide the appropriate application download information.
2. From their PC, the user logs into Self Service Portal using their web browser. All modern day browsers are supported. The registration site is https://sspidp.ads.bshsi.com:8233/vipssp. This site is accessible only through internal BSHSI network connections. The User Name and Password are the user’s ADS User Name and Password.

![Symantec VIP Self Service Portal](https://sspidp.ads.bshsi.com:8233/vipssp)

3. To confirm the requesting user’s identity before allowing them to register their smartphone, the user will be provided with a temporary secondary password that the site will require in order to log in. This password should be sent to the user’s email address. Select the option for Email Address as shown below, then click Continue.

![Confirm Your Identity](https://sspidp.ads.bshsi.com:8233/vipssp)
4. The user should check their email for an email from VIP Self Service, (noreply@symantec.com), to receive the temporary password in the form of a 6 digit number. If you do not see the email in your inbox remember to check your Junk Email folder as well.

```
Tue 12/20/2011 10:32 AM
VIP Self Service <noreply@symantec.com>
Your temporary VIP security code

Dear

Here is your temporary VIP security code:

000000

This security code can be used once and is valid until 3:31 PM GMT, Dec 31, 2014.

If you have any questions or need further assistance, contact your organization’s administrator.

Thank you,
VIP Self Service
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5. Enter the 6 digit number into the window labelled, “Enter Your Temporary Security Code.”

6. After successfully entering their temporary security code, the user will be able to register their smartphone.
7. The smartphone registration process will require the user to enter both the **Credential ID**, (The non-changing value in the Symantec VIP application that begins with VSMT), and **Security Code**, (The 6 digit number that changes every 30 seconds), from their device.

8. This completes the registration process. The smartphone may now be used for 2-factor authentication.